

*Town of New Fairfield*  
**Board of Finance**  
**4 Brush Hill Road**  
**New Fairfield, CT 06812**

**MINUTES**  
**Board of Finance Regular Meeting**  
**Wednesday, December 21, 2016**  
**7:30 PM**  
**New Fairfield Community Room**

***Members present:***

Wes Marsh, Chairman  
Michael Cammarota  
Jane Landers  
Anthony Yorio  
Brian Shea, Alternate

***Members not present:***

Tom Edwards  
John Hodge  
Cheryl Reedy, Alternate  
Rick Salem, Alternate

***Other Town Officials Present:***

Evelyn Abraham, Finance Director  
Susan Chapman, First Selectman  
Ed Sbordone, Accounting Manager

**Call To Order** Chairman Wes Marsh called the meeting to order at 7:30pm

**Pledge of Allegiance**

**Appointments**

John Hodge was not available for tonight's meeting and asked that Brian Shea be appointed in his absence.

**Correspondence and Announcements**- Chairman Wes Marsh noted that this meeting is being held in the New Fairfield Library and will not be broadcast live but will be aired at a later date.

**Public Comment**- None

**Approval of Minutes**

Wes Marsh made a motion to approve the minutes of the November 16, 2016 regular meeting as presented. Jane Landers seconded the motion.

**Vote: 5-0-0 (Motion approved)**

**Budget Transfers**- None

**Discussion of the BOF Department's budget for 2017-2018**- Wes Marsh spoke of the four components that make up the BOF of budget. They include Recording Secretary salary, Materials and Supplies, Town audit and Contingency Fund. Currently, the annual amount in the contingency fund is \$33,000.00. There was a discussion of whether or not this should be changed. It was decided to discuss this further at the January meeting.

### **Discussion of Auditor**

There was a discussion of the current auditor and it was suggested that they be given the opportunity to serve as auditor for next year if they keep the price the same.

Jane Landers made a motion to give the current auditors O'Connor Davies and opportunity to keep the same price as last year (\$52,000) for the audit of the Town of New Fairfield. If not, the Town will go out to bid for this service. Michael Cammarota seconded the motion.

**Vote: 5-0-0 (Motion approved)**

### **Discussion of Insurance Consultant contract- Gallagher Benefit Services, Inc and RFP status**

The RFP for the Consultant Contract is due back by January 17<sup>th</sup>. The next regular BOF meeting is January 18<sup>th</sup>. There was a discussion of the Gallagher Benefit Services, Inc. invoice and it was decided that the Board would like more detail and accountability with this invoice. Finance Director Evelyn Abraham will ask for more information from Gallagher Benefit Services, Inc.

### **ONGOING UPDATES**

**Medical update-** The balance in the Medical Fund is approximately \$3.3 million. There was a discussion of whether some of this balance should be moved to the General Fund. This will be discussed further at budget time.

**Legal update-** The balance in the legal budget as of December 12, 2016 is \$57,069

**Year to date expenses review-** The Board reviewed the expenses and noted that Communications overtime has been reduced.

**Current year revenue update-** Revenue for licenses and permits has increased. Real Estate Conveyance revenue and Town Clerk receipts are doing well.

**Cap & Non-** The Balance in the Unappropriated Capital and Nonrecurring account is approximately \$1.2 million.

### **BOE Business Operations/Resource Management Subcommittee monthly meeting review**

Wes Marsh attended the BOE Business Operations meeting. They discussed non payroll items and the team method of teaching. Mr. Marsh presented the new BOF General Fund Policy to the full Board of BOE on December 15<sup>th</sup>.

**Public Comment-** None

**Future Agenda Items-** The audit will be presented in January. The RFP for the Consultant will be discussed. The BOF contingency will be discussed.

**Board member comments-**The Board members wished everyone "Happy Holidays".

### **Adjournment**

Anthony Yorio made a motion to adjourn the meeting at 8:23 pm. Jane Landers seconded the motion.

**Vote: 5-0-0 (Motion approved)**